



TO: Pennsylvania Parole Board Members

FROM: Farrah Conjar
Executive Secretary II to the Chairperson

DATE: February 8, 2022

RE: Board Meeting Minutes
January 19, 2022

In compliance with *Act 175*, known as the *Sunshine Law*, effective September 17, 1976, the Office of Board Secretary provided notification to the public of the scheduled meeting on January 19, 2022 of the Pennsylvania Parole Board.

The public meeting convened at 9:00 AM at Riverfront Office Center in Harrisburg, PA with Chairperson Theodore Johnson presiding. A quorum of Board Members was present.

Attendance

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Chairperson Ted Johnson | <input checked="" type="checkbox"/> BD Member Leo Dunn | <input checked="" type="checkbox"/> BD Member Tony Moscato |
| <input checked="" type="checkbox"/> BD Member Marcus Brown | <input checked="" type="checkbox"/> BD Member Jim Fox | <input checked="" type="checkbox"/> BD Member Linda Rosenberg |
| <input checked="" type="checkbox"/> BD Member Khadija Diggs | <input type="checkbox"/> BD Member Mark Koch | |
| <input type="checkbox"/> Alan Robinson, Chief Counsel | <input checked="" type="checkbox"/> Deb Carpenter, Board Secretary | |
| <input checked="" type="checkbox"/> Chad Allensworth, Chief Hearing Officer | <input checked="" type="checkbox"/> Scott Woolf, Director – Office of Board Secretary | |
| <input checked="" type="checkbox"/> Neil Malady, Policy/Legislative Affairs | <input checked="" type="checkbox"/> Laura Treaster, Special Assistant | |
| <input checked="" type="checkbox"/> Morgan Davis, Assistant Counsel | <input checked="" type="checkbox"/> Meghan Dade, SOAB Executive Director | |
| <input checked="" type="checkbox"/> Janaki Theivakumaran, SOAB Exec. Asst. | <input checked="" type="checkbox"/> Suzanne Estrella, Office of Victim Advocate | |
| | <input checked="" type="checkbox"/> John Manning, Deputy Chief Counsel DOC | |

Chairperson Johnson recognized public guests:
Mark Bergstrom, Pennsylvania Sentencing Commission

APPROVAL OF JANUARY BOARD MEETING MINUTES

Board Member Brown motioned to approve the October 2021 Parole Board minutes. Board Member Moscato seconded the motion. The Parole Board unanimously approved the minutes.

OFFICE AND STAFF REPORTS

Office of Victim Advocate (OVA) Report

Suzanne Estrella, Victim Advocate

- Victim wraparound program previously discussed has been completed and will be handled internally within OVA.
- Update on the comment sheet and summary sheet, instead of getting two separate sheets, decision makers will only get one document.
- Hyperlink to the video, OVA portion is complete. Finalization is dependent upon upgrade to OnBase on February 26, 2022.
- OVA provided feedback from survivors on expressing how comfortable they are with Board Members and how responsive and respectful they are.
- OVA did an internal virtual training on building resiliency and dealing with vicarious trauma.

Sexual Offenders Assessment Board (SOAB)

Executive Director Meghan Dade

- February 4, 2022, SOAB will hold a virtual training. If anyone wants to attend please contact Meghan or Janaki.

Communications/Media Report

Special Assistant Laura Treaster

- Assisting different divisions with ongoing projects.

Policy and Legislative Affairs Report

Policy and Legislative Affairs Director Neil Malady

- House and Senate were in session, working on redistricting.
- Governor's budget address on February 8, 2022.
- Session will resume again in late March.

Office of Chief Counsel Report

Assistant Counsel Morgan Davis

- Legal intern Conner O'Boyle will start next week.
- After John Manning's departure, Assistant Counsel Morgan Davis will be supervising the interns moving forward.

Office of Hearing Examiners Report

Chief Hearing Examiner Chad Allensworth

- There are two open Hearing Examiner positions, one is the Specialized Hearing Examiner, which will consist of more hearings than interviews.
- Currently interviewing for a Clerk Typist III position.

Board Secretary Report

Board Secretary Deb Carpenter

- Budget prep meeting will be February 9, 2022.,
 - February 24, 2022, the Senate budget hearing will be in person with Chairman Johnson and DOC.
 - 2021-2022 on target to have surplus of \$550,000.
 - Last year we ended with \$800,000 surplus, a large percentage of which was related to the Board's current work environment.
 - 2022-2023 budget the Board asked for an increase of personnel costs, while operating remained flat.
- Homicide review committee meeting took place in late December.
 - Report was well prepared for Chairman to keep on task and to answer questions that were presented to him.
 - A topic was Pre-Sentence Investigations. Scott met with his staff, during docket prep they are going to ensure the older PSIs are uploaded into the electronic file under their own document type. Commutation case packets – DOC and I worked together on developing a better packet to ensure all information is available in one location.
- Commutation Cases
 - Worked with DOC to develop a better packet to ensure all information is available in one location.

Board Secretary Office Report

Board Secretary Office Director Scott Woolf

- Upgrade to OnBase did not go well from an IT perspective. The next upgrade will be the end of February 2022.
- Aggressively working on the 361-workflow enhancement. DOC is testing a solution called WorkView in OnBase.
 - Testing the solution within the next 30-60 days.

Mark Bergstrom reported the commission is publishing this Saturday in the Pennsylvania Bulletin a number of proposals around the sentencing guidelines

DOC moving from the LSIR to Strong R caused the Commission to put the parole guidelines and recommitment ranges on hold. Due to the delay in the new assessment, they are moving forward. If all goes well the new parole guidelines and recommitment ranges could take effect by January 2023, with the understanding the need for change when the Strong R is ready, which will require a transition period.

- Board Secretary commented the DOC is committed to continue to run the LSIR until the new tool has been validated.

Board Secretary sent out the information on the weekly report and wanted to clarify the decrease in the parole releases is related to releases to the CCC. They are at max capacity for a variety of reasons related to COVID. Releases should resume in February.

ADJOURNMENT

At 11:00 AM Board Member Fox made a motion to adjourn the public session. The motion was seconded by Board Member Rosenberg. The Board Members voted unanimously to adjourn the public session.